

Administrative Assistant

Job Number: (82117BR)

Campus Location	West – HYSA
Full-Time/Part-Time	Full-time
Grant Funded Position	This is not a grant-funded position and is not contingent on future grant funding.
Salary	\$40,000 - \$48,000 per year; DOE
Close Date	August 15, 2022
Job Description	<p>The Gary K. Herberger Young Scholars Academy is seeking an Administrative Assistant to support the Office of Admissions and Registrar. This position will execute a variety of office administrative and/or secretarial support activities, such as composing replies to correspondence on own initiative, interpreting and explaining established policies and procedures in response to inquiries from a variety of sources, summarizing reports and information to facilitate review by supervisor, and investigating, evaluating and resolving issues within scope of position. This position will also maintain official records and digital files in the student information system, and handle non-routine situations by determining the approach or action to take, while following relevant guidelines, procedures, policies and practices.</p> <p>This is an in-person position, located at ASU’s West campus. No remote option is available.</p>
Essential Duties	<ul style="list-style-type: none"> • Provide front office support and assistance when needed. • Provides office operations support such as receiving and screening telephone calls and visitors, scheduling meetings, maintaining record-keeping systems, opening and reviewing incoming mail, and responding to inquiries. • Maintains and updates databases and spreadsheets; conducts database queries using EMS/LMS/SIS, or other software programs; prepares special and recurring reports containing specialized or sensitive information following supervisor's general direction. • Maintains Enrollment Management System, runs queries and provides reports to supervisor. • Performs various administrative duties to support admissions (prepares and distributes forms, information packets, updates and maintains tracking database and lists, etc.). • Maintains Student Information System, prepares yearly reports, student report cards, and transcripts. • Helps to develop and maintain student schedules. • Plans, monitors and executes the enrollment process. • Processes applications and inquiry forms. Assists students with admissions process questions through phone calls and/or walk-ins. • Maintains student cumulative folders and ensures all audit requirements are met. • Assists with policies and procedures relating to the management of student information.

	<ul style="list-style-type: none"> • Practices confidentiality. • Organized, self- starter who prioritizes work and is dependable.
Minimum Qualifications	Four (4) years secretarial/administrative experience; OR, Certificate in Secretarial Science AND three (3) years of secretarial/administrative experience; OR, Any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.
Desired Qualifications	<ul style="list-style-type: none"> • Three (3) years K-12 administrative experience. • Three (3) years independent high school admissions experience. • Knowledge of standard office policies and procedures. • Skill in developing and maintaining effective working relationships. • Skill in English composition, grammar, spelling and punctuation. • Skill in typing/word processing and use of personal computer/software.
Working Environment	Activities are performed in an environmentally controlled office setting subject to extended periods of sitting, keyboarding and manipulating a computer mouse; frequently required to stand for varying lengths of time and walk moderate distances to perform work. Frequent bending, reaching, lifting, pushing and pulling up to 25 pounds. Regular activities require ability to quickly change priorities which may include and/or are subject to resolution of conflicts. Ability to clearly communicate verbally, read, write, see and hear to perform essential functions.
Department Statement	<p>ASU's Mary Lou Fulton Teachers College creates knowledge, mobilizes people, and takes action to improve education. Nationally recognized as a leader in teacher preparation, leadership development and scholarly research, Mary Lou Fulton Teachers College prepares over 7,600 educators annually. MLFTC faculty create knowledge by drawing from a wide range of academic disciplines to gain insight into important questions about the process of learning, the practice of teaching and the effects of education policy. MLFTC mobilizes people through bachelor's, master's and doctoral degree programs, through non-degree professional development programs and through socially embedded, multilateral community engagement. MLFTC takes action by bringing people and ideas together to increase the capabilities of individual educators and the performance of education systems.</p> <p>Aligned with ASU's commitment to justice, equity, diversity and inclusion, MLFTC is committed to advancing systemic equity in our curricula, programming and institutional relationships. The college's core value of Principled Innovation connects individual decision making to the pursuit of systemic equity.</p>
ASU Statement	<p>Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 80,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.</p> <p>ASU is a tobacco-free university. For details visit www.asu.edu/tobaccofree</p>

	<p>AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.</p> <p>Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law.</p> <p><u>Notice of Availability of the ASU Annual Security and Fire Safety Report</u> In compliance with federal law, ASU prepares an annual report on campus security and fire safety programs and resources. ASU's Annual Security and Fire Safety Report is available online at https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf. You may request a hard copy of the report by contacting the ASU Police Department at 480-965-3456.</p> <p>Relocation Assistance – For information about schools, housing child resources, neighborhoods, hospitals, community events, and taxes, visit https://cfo.asu.edu/relocation-services.</p>
Employment Verification	ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.
Fingerprint Check Statement	This position is considered safety/security sensitive and will include a fingerprint check. Employment is contingent upon successful passing of the fingerprint check
Instructions to Apply	<p>Application deadline is 3:00PM Arizona time on the date indicated.</p> <p>Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position.</p> <p>Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.</p> <p>Only electronic applications are accepted for this position. #82117BR</p>